Submitting HIV Test Forms

(aka bubble sheets)

**When & Where**

June 1, 2023

When

Once a month, unless you are waiting for confirmatory results, send the forms from the previous month, in a single package, with the HIV Test Form Coversheet (available at [www.imaginehope.com](http://www.imaginehope.com) under RESOURCES / HIV Screening / Paperwork).

**We recommend that you mail on the 5th (deadline is the 15th).**

You may wait to submit forms documenting HIV+ results until you can confirm, if possible, that they kept their first medical appointment.

Store your copies in a locked file drawer for 18 months.

Keep copies of confirmed HIV-positive forms permanently.

NOTE: **If you are a new trainee,** before submitting HIV Test forms, at least one must be reviewed by Training Director Winona Holloway, 404.805.0369 c, [winona@imaginehope.com](mailto:winona@imaginehope.com)

Please call, text, or email to arrange.

Where to submit HIV Test forms:

Office of HIV/AIDS

200 Piedmont Avenue

15th Floor, HIV/AIDS Program

Atlanta, Georgia 30336